

CalATERS-Global Expense Summary

REPORT INFORMATION

Name Collin Wong-Martinusen
Expense Dates 04/30/14-05/01/14
Form ID TEA000411327
Approver JIM LOMBARD
Start Date/Time 04/30/14 / 1130
End Date/Time 05/01/14 / 2130
Trip Location Los Angeles
Purpose of Trip Meeting with Los Angeles Staff
Authorization #/ Trip # /

REPORT TOTALS

Report Total 883.81 USD
Department Paid 488.50 USD
Advance Schedule Amount 0.00 USD
Amount Due Employee 395.31 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
04/30/14	Dinner	23.00	Cash	United States (US	1.00		23.00
05/01/14	Breakfast	7.00	Cash	United States (US	1.00		7.00
05/01/14	Lunch	11.00	Cash	United States (US	1.00		11.00
05/01/14	Dinner	23.00	Cash	United States (US	1.00		23.00
05/01/14	Parking, Auto	98.00	Cash	United States (US	1.00		98.00
05/01/14	Lodging	206.87	Cash	United States (US	1.00		206.87
05/01/14	Airfare - Commercial	444.00	Department Paid	United States (US	1.00		444.00
05/01/14	Auto/Car Rental	44.50	Department Paid	United States (US	1.00		44.50
05/01/14	Internet Charges	8.00	Cash	United States (US	1.00		8.00
05/01/14	Incidentals	5.00	Cash	United States (US	1.00		5.00
05/01/14	Personal Auto Mileage	13.44	Cash	United States (US	1.00		13.44

Expense Sub-Totals

Auto/Car Rental 44.50
Airfare - Commercial 444.00
Internet Charges 8.00
Parking, Auto 98.00
Breakfast 7.00
Dinner 46.00
Lunch 11.00
Incidentals 5.00
Lodging 206.87
Personal Auto Mileage 13.44

Review Items - Exceptions and Questions

Text	Response	Policy
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Approvers should verify lodging was obtained in a designated high cost county.

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